

## STANDING RULES OF THE MALTA TENNIS FEDERATION

The **MALTA TENNIS FEDERATION (FEDERAZZJONI MALTILJA TENNIS)**, hereinafter referred to as the MTF, is hereby adopting the following standing rules that regulate the ordinary administration of the MTF, namely:

### ***1. Team Selection***

The MTF shall select players in accordance with the National Rankings with the exception of those situations whereby the National Coach/Technical Director/Team Captain shall submit in writing a request to the Executive justifying why a player is to be selected even though they do not appear in the highest ranked list. The Executive shall discuss the matter and the approval of the President is required to grant such exception.

### ***2. Conduct and Right of Appeal***

Any person, inter alia any player, coach, parent, official, club official, administrator or supporter, who carries out any act of improper conduct in any tennis event, may be disciplined in the form of a warning, a deduction of points, or a pecuniary fine, or a multitude of the said measures, and suspended, both on a definite and /or indefinite period, by the Executive of the MTF as the said Executive deems appropriate.

The decision shall take place following a written report being filed with the Secretary General of the MTF by any person, including by a member of the Executive who in such a case shall not be part of such a decision, of an act of improper conduct. The report shall be immediately communicated to the defendant, who shall in turn be allowed a reasonable time to file in writing his version of events. The Executive reserves the right to request an audience with the involved parties.

The decision shall be communicated in writing to the defendant who may send a request in writing to the Secretary General within eight days upon receipt of such decision, demanding an appeal from such decision. The Secretary General shall write to the Appeals Board to summon all the involved parties and hold a hearing to decide the matter and deliver a decision within a further twenty days. The Appeals Board shall be made up of the three persons, namely a lawyer who shall Chair the Board and another two members. The said Board shall be confirmed each year during the Annual General Meeting. A substitute shall also be nominated.

### ***3. Rankings***

#### ***a. Scope:***

The scope of this system shall be the establishment of a merit-based method for the production of up-to-date classification list of players taking part in tournaments sanctioned by the Malta Tennis Federation.

**b. Ranking Period:**

The ranking period shall be the immediate past fifty-two weeks computed as on the previous day of the next tournament draw. Tournament points shall be computed and assigned immediately after a tournament is concluded and the last computation shall be used for each tournament. As each tournament is completed, the points for that tournament in the previous year shall be dropped and replaced by the current year's points.

The above is subject to the fact that, if a particular tournament has been rescheduled and takes place later on the year, provided that the delay does not exceed four weeks, the previous year's points shall remain valid until the current tournament is concluded.

In the event that the above four weeks grace have expired, then the previous year's points shall be removed and shall not be taken into consideration.

**c. Ranking Method:**

The method by which players shall be awarded points shall be as follows:-

Add each player's points obtained during the ranking period:

All players who participate in the main draw of any event will merit points. Apart from this clause, no player will merit further points unless he or she has played and won a round; except in the final, i.e. a walkover or bye will not merit additional points.

Bonus points shall be allocated to players who change their age category at the end of the calendar year. The bonus points represent 15% of the points achieved before his/her change of category. These bonus points shall be dropped-off at the end of the following year.

If a player who has a negative points tally moves up to a new age category no percentage of the negative points will be carried forward.

**d. Suspension Points:**

One hundred penalty points will be deducted for every walkover given and also for every late withdrawal. This rule can be overruled by the production of a medical certificate by the player. This certificate must be presented to the referee by not later than three (3) days after the scheduled match. For the purposes of this rule, a late withdrawal shall be a withdrawal received after the holding of the draw.

Furthermore, any points won up to that point in the tournament will be forfeited.

In cases where a walkover is given in doubles, players will forfeit any points gained during the event as well as have 100 points deducted from both their singles and doubles ranking points. If one of the doubles partners is available for play, however, he/she will not incur any penalty points.

Where a walkover is awarded in a singles event no points will be deducted from the doubles rankings.

**e. Allocation of Points:**

The points listed below will be assigned to the participants of the agreed tournaments:

**Level 1 - Malta Open – BOV Masters Draw**

| <b>Players</b> | <b>128</b> | <b>64</b> | <b>32</b> | <b>16</b> | <b>8</b> |
|----------------|------------|-----------|-----------|-----------|----------|
| Winner         | 450        | 350       | 250       | 180       | 120      |
| Finalist       | 350        | 250       | 180       | 120       | 60       |
| S/final        | 250        | 180       | 120       | 60        | 30       |
| Q/final        | 180        | 120       | 60        | 30        | 8        |
| Last 16        | 120        | 60        | 30        | 8         | –        |
| Last 32        | 60         | 30        | 8         | -         | -        |
| Last 64        | 30         | 8         | -         | -         | -        |
| Last 128       | 15         | -         | -         | -         | -        |

**Level 2**

**Draw**

| <b>Players</b> | <b>128</b> | <b>64</b> | <b>32</b> | <b>16</b> | <b>8</b> |
|----------------|------------|-----------|-----------|-----------|----------|
| Winner         | 350        | 250       | 180       | 120       | 80       |
| Finalist       | 250        | 180       | 120       | 80        | 40       |
| S/final        | 180        | 120       | 80        | 40        | 20       |
| Q/final        | 120        | 80        | 40        | 20        | 5        |
| Last 16        | 80         | 40        | 20        | 5         | –        |
| Last 32        | 40         | 20        | 5         | -         | -        |
| Last 64        | 20         | 5         | -         | -         | -        |
| Last 128       | 10         | -         | -         | -         | -        |

Tournaments played on a league basis:

| <b>Number of Participants</b> | <b>12</b>  | <b>8(a)</b> | <b>8(b)</b> | <b>6</b>   | <b>5</b>   | <b>4</b>   | <b>3</b>  |
|-------------------------------|------------|-------------|-------------|------------|------------|------------|-----------|
| <b>Final Position</b>         |            |             |             |            |            |            |           |
| <b>1st</b>                    | <b>300</b> | <b>220</b>  | <b>50</b>   | <b>170</b> | <b>142</b> | <b>113</b> | <b>85</b> |
| <b>2nd</b>                    | <b>245</b> | <b>170</b>  | <b>35</b>   | <b>120</b> | <b>100</b> | <b>80</b>  | <b>60</b> |
| <b>3rd</b>                    | <b>200</b> | <b>120</b>  | <b>30</b>   | <b>95</b>  | <b>79</b>  | <b>63</b>  | <b>48</b> |
| <b>4th</b>                    | <b>165</b> | <b>95</b>   | <b>25</b>   | <b>75</b>  | <b>63</b>  | <b>50</b>  | <b>-</b>  |
| <b>5th</b>                    | <b>130</b> | <b>75</b>   | <b>20</b>   | <b>55</b>  | <b>46</b>  | <b>-</b>   | <b>-</b>  |
| <b>6th</b>                    | <b>105</b> | <b>55</b>   | <b>15</b>   | <b>40</b>  | <b>-</b>   | <b>-</b>   | <b>-</b>  |
| <b>7th</b>                    | <b>80</b>  | <b>40</b>   | <b>10</b>   | <b>-</b>   | <b>-</b>   | <b>-</b>   | <b>-</b>  |
| <b>8th</b>                    | <b>60</b>  | <b>25</b>   | <b>5</b>    | <b>-</b>   | <b>-</b>   | <b>-</b>   | <b>-</b>  |
| <b>9th</b>                    | <b>40</b>  | <b>-</b>    | <b>-</b>    | <b>-</b>   | <b>-</b>   | <b>-</b>   | <b>-</b>  |
| <b>10th</b>                   | <b>20</b>  | <b>-</b>    | <b>-</b>    | <b>-</b>   | <b>-</b>   | <b>-</b>   | <b>-</b>  |
| <b>11th</b>                   | <b>10</b>  | <b>-</b>    | <b>-</b>    | <b>-</b>   | <b>-</b>   | <b>-</b>   | <b>-</b>  |
| <b>12th</b>                   | <b>5</b>   | <b>-</b>    | <b>-</b>    | <b>-</b>   | <b>-</b>   | <b>-</b>   | <b>-</b>  |

For league tournaments, where players finish with equal points, the difference between sets won and lost, followed by, if necessary, the difference between games won and lost shall determine the final position. In the event that the situation remains one of equality, then the direct encounter shall be taken into consideration.

Tournaments played on a round robin basis:

| <b>Number of Players</b> | <b>Level 1</b> |          |          | <b>Level 2</b> |          |          |
|--------------------------|----------------|----------|----------|----------------|----------|----------|
|                          | <b>5</b>       | <b>4</b> | <b>3</b> | <b>5</b>       | <b>4</b> | <b>3</b> |
| 1st                      | 90             | 60       | 30       | 60             | 40       | 20       |
| 2nd                      | 60             | 30       | 15       | 40             | 20       | 10       |
| 3rd                      | 30             | 15       | 8        | 20             | 10       | 15       |
| 4th                      | 15             | 8        | -        | 10             | 5        | -        |
| 5th                      | 8              | -        | -        | 5              | -        | -        |

#### **f. Specified Tournaments:**

The following classes of tournaments will qualify for ranking purposes:-

- i) Open tournaments organized by local clubs for the Federation;
- ii) Open tournaments organized by local clubs and sanctioned by the Federation;
- iii) National Singles Leagues.

#### **4. Officiating**

1. All senior open tournaments sanctioned by the MTF must have at least one chair umpire plus one line judge for the final match.
2. All junior open tournaments sanctioned by the MTF must have at least one chair umpire plus one line judge for the final match.
3. These officials must be provided by the MTF and cannot be hired directly. This includes tournament referees.
4. The MTF will ensure that all its officials are updated with refresher courses and certified at least to a national level.
5. A code of conduct will be drafted by the MTF for executive council approval and will form part and parcel of all national tournaments in Malta that wish to be sanctioned by the MTF.

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**Dr. David Farrugia Sacco**  
***President***

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**Mr. John Sciberras**  
***Secretary General***

***As approved by the Annual General Meeting held on the 31<sup>st</sup> January, 2022***

## Annex I - Good Governance and Equality Policy

### Malta Tennis Federation Good Governance and Equality Policy

The aim of this policy is to ensure that **everyone is treated fairly and with respect** and that members, non members and visiting clubs and teams are not denied access to the Malta Tennis Federation (MTF) premises and activities because of a discriminatory reason.

a) The MTF is responsible for setting standards and values to apply throughout the organisation at every level. Tennis should be enjoyed by everyone who wants to play the game.

b) Our commitment is to eliminate discrimination by reason of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability and to encourage equal opportunities.

c) This policy is fully supported by the MTF Council and Executive who are responsible for the implementation and review of this policy.

d) The MTF, in all its activities, will not discriminate or in any way treat anyone less favourably, on grounds of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability. The MTF will ensure that it treats its employees, member clubs, non-member clubs and visiting clubs and teams fairly and with respect and will ensure that all members of the community have access to and have opportunities to take part in, and enjoy, its programmes of activities, competitions and events.

e) The MTF will not tolerate harassment, bullying, abuse or victimisation of an individual (which the MTF regards as forms of discrimination). This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The MTF will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

f) The MTF commits itself to the immediate investigation of any complaints of discrimination on the above grounds, once they are brought to its attention. Complaints will be dealt with in accordance with its complaints policy and, where such a complaint is upheld, the MTF may impose such sanction as it considers appropriate and proportionate to discriminatory behaviour.

g) The MTF is committed to taking positive action where inequalities exist and the development of a programme of on-going training and awareness in order to promote the eradication of discrimination and to promote equality and diversity in tennis.

h) The MTF is committed to a policy of equal treatment of all members and employees and requires all members and employees to abide by and adhere to these policies and the requirements of the relevant equalities legislation, including the Equality Act, 2019, and the Employment and Industrial Act, 2002, as well as any amendments to these acts and any new legislation.

## Complaints Procedure

In the event that any employee, member, visitor or visiting team feels that he, she or it has suffered discrimination or harassment in any way or that the Federation policies, rules or code of conduct have been broken they should follow the procedures below.

1. The Complainant should report the matter in writing to the Secretary General or to the President.

The report should include:

- (a) details of when and where the occurrence took place;
  - (b) details of what occurred;
  - (c) any witness details and any sworn witness statements;
  - (d) names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);
  - (e) details of any former complaints made about the incident, including the date and to whom such complaint was made; and
  - (f) an indication as to the desired outcome.
2. If the person accused of discriminatory behaviour is an employee or an Executive member of the Federation, the Federation will regard the incident as a disciplinary issue and will follow any disciplinary procedure set out for employees or (if none exists) the statutory disciplinary procedure.
  3. If the person accused of discriminatory behaviour is a non-employee or not a member or employee of an affiliate club of the Federation, the Federation's Executive:
    - 3.1 will request that both parties to the complaint submit written evidence regarding the incident(s);
    - 3.2 may decide (at its sole discretion) to uphold or dismiss the complaint without holding a hearing;
    - 3.3 may (at its sole discretion) hold a hearing (whether or not such a hearing is requested by either party) at which both parties will be entitled to attend and present their case;
    - 3.4 will have the power to impose any one or more of the following sanctions on any person found to be in breach of any Federation policy, (including the Good Governance and Equality Policy):
      - a) warn as to future conduct;

(b) exclude a non-member from the Federation premises, either temporarily or permanently; and

(c) turn down a non-member's current and/or future membership applications.

3.5 will provide both parties with written reasons for its decision to uphold or dismiss the complaint within one (1) calendar month of such decision being made.

3.5 Either party may appeal a decision of the committee to the Appeals Board (including a decision not to hold a hearing) by writing to the Secretary General within 3 months of the Executive's decision being notified to that party.

4. If the nature of the complaint is with regard to the members of the Executive, the member/visitor has the right to report the discrimination or harassment directly to the relevant Sports Authorities.

### **Terminologies and descriptors**

#### **Types of discrimination**

*There are three categories of discrimination: direct, indirect and positive:*

**Direct discrimination** – *is where a person, in a group of people with the same or similar circumstances, is treated less favourably than the others in the group because of their race, gender, disability or sexuality.*

**Indirect discrimination** - *occurs where the effect of certain requirements, provision or practices imposed by an organisation has an adverse impact disproportionately on one group or other. Indirect discrimination generally occurs when a rule or condition, which is applied equally to everyone, can be met by a considerably smaller proportion of people from a particular group; the rule is to their advantage and it cannot be justified on other grounds.*

**Positive discrimination** - *is in favour of those who were formerly discriminated against, especially in the provision of social and educational facilities and employment opportunities.*

*This policy sets out our commitment to opposing all forms of discrimination. The MTF will ensure that its employees, members, volunteers, players, officials, affiliated clubs and customers are not discriminated against on the basis of any of the following: -*

- *race*
- *colour, ethnic group or national origin*
- *gender or marital status*
- *disability*
- *sexuality or sexual orientation*
- *age*
- *employment status*
- *actual/suspected HIV/AIDS*



- *religion and faith*
- *unrelated criminal offences/ex-offenders (subject to any legal or public interest constraints)*
- *responsibilities for children or dependents*

**Harassment** - Harassment can be described as inappropriate actions, behaviour, comments or physical contact, which may cause offence i.e. mental or physical anxiety or hurt to an individual:

- *It may be related to gender, race disability, sexuality, age, religion, nationality or any personal characteristic of an individual.*
- *Under the terms of the Employment and Industrial Act, 2002, Chapter 452, Art 29 (1) and Art 29 (2), harassment was made a criminal offence, punishable, upon conviction, to imprisonment for a period ranging from six (6) months to two (2) years and/or to a fine (multa) of not less than five thousand euro (€5,000) and not more than ten thousand euro (€10,000).*

**Victimisation** - Victimisation can be described as treating an individual less favourably than one would treat others because the individual has made a complaint of discrimination, given evidence about such a complaint or raised a concern under the Public Interest (Disclosure) Act 1998.

**Positive action** - The term 'positive action' refers to a number of methods designed to counteract the effects of discrimination and to help eradicate stereotyping. It can be initiatives or activities that attempt to redress imbalances by providing extra help, doing things in a different way or promoting opportunities in targeted places and to targeted groups. Under this broad meaning, positive action may include actions such as the introduction of discriminatory selection procedures, and training programmes or policies aimed at preventing sexual harassment. An example of positive action being taken is the employment of a female coach to lead a session aimed at women, to specifically encourage uptake and participation by female players.

**Prejudice** - Prejudice is literally pre-judging someone. It is usually led by negative, irrational feelings, resulting from preconceived attitudes and opinions.

**Stereotyping** - Stereotyping is grouping or labelling people because they are members of a particular 'visible' group, and assuming that they have particular traits that are considered to be characteristics of that group.

**Dignity** - Dignity is about respectful, responsible, fair and humane behaviour.

**Disadvantage** - Disadvantage is where, as a result of discrimination, an individual or group is deprived of some or all resources and opportunities. This may affect people directly or indirectly.

**Social exclusion** - Social exclusion is when people or areas suffer from one or a combination of linked problems such as unemployment, poor skills, low income, high crime environments or lack of facilities.